PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/10/21	Prepared by:	Rekha
PO/WO no.	81583	PO / WO Date.	11/10/21
Supplier Name	Ganesh TuBe Trader	PO/WO amount	16,120/-
Firm/Company	SSLLP	Project	SLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	413	20/10/21	16,120/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,120/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	98277	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	16,120/-
Amount E – PO / WO value:	16,120/-
Amount F – Difference (A – E): GST-18%	–

Quantity received as per PO /WO	☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
is difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☐ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☐ No
Payment – due date	5/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 02 NOV 2021 MINISH PARIKH MANAGER-PROCUREMENT				
Date							

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GANESH TUBE TRADERS

TAX INVOICE

GSTIN: 36ADBPJ8881C1ZJ
Authorised Distributor
Clair

Bill To : **SUMMIT SALES LLP** 5-4-187/3&4, 2 Nd Floor, Mg Road,, Secunderabad 36ACQFS2044C1Z7 Telangana	Invoice No. : **413** Ref. No. : **81583** Invoice Date : **20-Oct-2021**
Ship To : **GANESH TUBE TRADERS(2018-2019)** 5-2-270, PLOT NO. 29, HYDERBASTI,, RANIGUNJ , SECUNDERABAD-3, TELANGANA PIN 500003, E-Mail : ganeshtubetraders@gmail.com 36ADBPJ8881C1ZJ Telangana	Destination : Vehicle No. : E-way Bill No : Despatch From :

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**WALL PUTTY** *30KG*	321490	18 %	**10 NO**	840.00	NO		**8,400.00**
2	**WHITE CEMENT 25 KG**	252329	28 %	**10 NO**	485.00	NO		**4,850.00**
								13,250.00
	CGST							**1,435.00**
	SGST							**1,435.00**
	Total:							**16,120.00**

Total Amount In Words: INR Sixteen Thousand One Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
321490	8,400.00	9%	756.00	9%	756.00	1,512.00
252329	4,850.00	14%	679.00	14%	679.00	1,358.00
Total	13,250.00		1,435.00		1,435.00	2,870.00

Tax Amount (in words) : **INR Two Thousand Eight Hundred Seventy Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

SUMMIT SALES LLP
IN WARD
No: 85965
Date: 25-10-21
Sign:
R.R. DIST.

For GANESH TUBE TRADERS

Authorised Signatory

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

ASTRAL Xykno Matrix Finolex

INWARD 23	
Inward No: 17159	Dt: 28.10.21
MRN No: 9827	Dt: 25/10/21
Received By:	Sign:
SUMMIT SALES LLP	

5-2-270, PLOT NO. 29, HYDERBASTI, RANIGUNJ , SECUNDERABAD-3
TELANGANA PIN 500003
Ph.: 04066568587 9246330441
Email : ganeshtubetraders@gmail.com

Purchase Order

 11-10-2021 11:51:41

81583
08.10.21 5:17:53

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Ganesh Tube Traders 5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc No**	81583	169081
	Doc Date	11-10-2021	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	11-10-2021	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6602 - Paints - Wall Care Putti - NA - kgs *30kg*	10.00	840.00	0.00	18.00	9,912.00
2	6549 - Paints - White Cement - 25kgs - bags	10.00	485.00	0.00	28.00	6,208.00
					Total Order Value . . .	**16,120.00**

Rupees : Sixteen Thousand One Hundred Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weighment. Above order for stock maintain purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Ganesh Tube Traders*

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

(3)\

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	07-10-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169081
Material required before date:		ID No.	70189

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Wall Care Putty 81583	30kgs	10	Bags		
2	White Cement	25kgs	10	Bags		

Remarks:For Stock Replenishing Purpose

Prepared By	Bhavani		APPROVED BY
Sign.& Date	07-10-2021	Sign. & Date	09 OCT 2021 SOHAM MODI MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 columns.